

**MARRIAGE AND FAMILY THERAPISTS, PROFESSIONAL COUNSELORS
AND SOCIAL WORKERS**

**MARRIAGE AND FAMILY THERAPISTS SECTION
MINUTES**

October 20, 2004

MEMBERS PRESENT: Bruce Kuehl, Abe Rabinowitz, Linda Schwallie, Ann Marie Starr

MEMBER EXCUSED: None

STAFF PRESENT: Kimberly Nania, Ph.D., Director of Health Service Professions;
Jacquelynn Rothstein, Legal Counsel; Gina York, Bureau
Assistant; and other Department staff

GUESTS: Arlie Albrecht, WAMFT; Don Norman, WAMFT;
Vince Ritacca, WDHS/ MH&SAS; Mark Hale, DHFS/BQA;
Michael Short, Attorney for Diana Dietzman; and Diana Dietzman

CALL TO ORDER

Chair Linda Schwallie called the meeting to order at 9:01 a.m. A quorum of four members was present.

APPROVAL OF AGENDA

Additions to the Agenda:

- Open Session: Appointments to Screening Panel Committee
- Open Session: Request for Approval of Supervisor – Add name Rita Martino

MOTION: Ann Marie Starr moved, seconded by Abe Rabinowitz, to approve the October 20, 2004 agenda as amended. Motion carried unanimously.

INTRODUCTION OF NEW SECTION MEMBERS

The MFT Section welcomed new members and introductions were made by all members at today's meeting.

APPROVAL OF MINUTES OF AUGUST 3, 2004

Amendments to the Minutes:

None.

MOTION: Abe Rabinowitz moved, seconded by Ann Marie Starr, to approve the August 3, 2004 minutes as written. Motion carried unanimously.

ADMINISTRATIVE REPORT

Secretary Strong Hill has resigned and is leaving the Department on 10/22/04. The Deputy Secretary, Sandra Rowe, will be the acting Secretary until a new appointment is made. The Secretary introduced herself to the new Section members and thanked the Section for all of their hard work and achievement to the profession. She shared that Kimberly Nania has been appointed as the new Division Administrator of Board Services. Also, the building is still under renovation and the target date has been extended to sometime next year for staff to start moving into the new area.

The Department will have more budget cuts this year with cutting at least ten positions and approximately one million dollars in operations funding. Additional updates will be provided as more specifics become available. The Section asked if there had been any new fee increase information. Dr. Nania shared there is nothing new at this time. Dr. Nania informed the new Section members that the Department has been conducting a time study over the last year. All staff members reflect the amount of time being spent on tasks associated with each profession, Section and/or Board.

Dr. Nania informed the Section that there has been a change in the publishing of Codebooks. Individuals can now obtain codebooks in the following ways 1) through the DRL Website, 2) purchase a hard copy from Document Sales Office, or 3) purchase a CD of the codebook through Document Sales. The costs will be based on the size and format being requested. A paper hard copy will range from \$ 15.00 - \$ 25.00 and a CD will cost about \$6.50. The codebooks will be twice as big as in the past because the Department will not be formatting the codebooks any longer and therefore codebooks will have everything included such as related rules, statutes, etc. The jurisprudence exam will go out as usual and candidates can obtain the codebook as indicated above. A notice will be sent with the exams and a notice should be sent with license renewals informing them of new changes such as codebooks, etc. The address for the Website is as follows: <http://drl.wi.gov>.

APPOINTMENTS TO SCREENING PANEL COMMITTEE

The Section appointed Ann Marie Starr and Abe Rabinowitz to the screening panel committee at today's meeting. These individuals will perform complaint reviews and attend all scheduled meetings of the screening panel scheduled by DOE.

APPROVAL OF 2005 MEETING DATES

The Section reviewed the list of 2005 meeting dates. The Section indicated the following changes to the list. The dates of January 31, 2005 and August 1, 2005 should be all day sessions and the other two dates May 3, 2005 and November 1, 2005 would be half-day sessions due to the MFTPCSW Joint Board meetings on those dates. These changes will be forwarded to Roxanne Peterson, Board Services, to make the requested corrections. The Section took the following action at today's meeting.

MOTION: Ann Marie Starr moved, seconded by Bruce Kuehl, to approve the MFT Section 2005 meeting dates as amended at the 10/20/04 meeting. Motion carried unanimously.

REVIEW OF BOARD ROSTER FOR DATABASE

The Section reviewed the roster for the DRL Database being created by Roxanne Peterson, Board Services. Any changes indicated by the Section at today's meeting will be provided to Ms. Peterson for correction and/or addition to the database.

PRESENTATION OF PROPOSED STIPULATIONS

None.

PRESENTATION OF PROPOSED STIPULATIONS THAT MAY BE SIGNED AFTER MAILING OF AGENDA

None.

APPEARANCE REQUESTING FULL LICENSURE SANDRA HELPSMEET

Sandra Helpsmeet appeared at 9:20 a.m. before the MFT Section on October 20, 2004. This will be deliberated on later today in closed session.

SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES

Jacquelynn Rothstein, Legal Counsel, reviewed the reports with the Section by at today's meeting.

STATUS OF RULES AND STATUTES

The Section reviewed the following items at today's meeting: Status of AODA Rule (CR 04-044), Copy of Order Adopting Emergency Rules Regarding Background Checks, and the MPSW Rules. Jacquelyn Rothstein, Legal Counsel, informed the Section there would be specific rules up for adoption at the November 2004 MFTPCSW Joint Board meeting.

CONTINUING EDUCATION ISSUES REGARDING CE CREDIT FOR INSTRUCTORS AND CE CREDIT FOR GRADUATE COURSES

The Section discussed the CE issues surrounding MFT's. Ann Marie Starr shared that she explored how continuing education hours (CEH) verses continuing education units (CEU) are granted by AAMFT. Every one hour of continuing education equals one continuing education unit.

The Section focused today's discussion on where does the Section want to move beyond Act 80, what is the acceptable number of CE's allowed for presentations, role changes in the MFT field, current standards and CE audit procedures to monitor compliance, and any additional standards currently in place that may assist them in dealing with this topic.

Some considerations and possible options discussed were as follows:

1) What can be allowed for CE when doing a presentation?

There are specifics for the SW rules that do not include PC or MFT's regarding CE. If the Section would like to tailor their requirements after SW rules it would reflect that if one of the MFT accrediting associations approves the course or presentation, then the Section would approve the course and receive a one-time credit for research and preparation for presentations. The Section will further review the SW rules pertaining to this issue. The Section requested this topic be referred to the full MFTPCSW Joint Board for further discussion and will be placed back on the Section's next meeting agenda.

2) Do we have a standard in place now?

Yes, we have a standard for MFT's now. We may be able to refer individuals to this standard to get the needed information for continuing education requirements. The Section felt that what MFT's need is a systemic focus in CE areas to honor and preserve the MFT approach and provide some type of parameter.

3) Roles of MFT's have changed.

Bruce Kuehl shared that not all individuals in the MFT field have the same roles. There are many variations and scenarios in the work setting that are different than the MFT role performed in the past. The Section will look at how to address different types of situations and try to address how flexible they can be on continuing education and what individuals would need to meet CE requirements.

4) CE Audits and CE Requirements.

CE Audits are done by random audit through the Office of Education and Examination located in the Department. The individuals are notified of the audit and asked to provide documentation supporting their compliance with CE requirements for MFT licensure. The next biennium ends in July of 2005.

After this length discussion, the Section would like input on these issues from all Sections of the MFTPCSW Joint Board for information gathering and consistency among professions under this Board. The Section may need to look at possible rule changes and took the following action for such a consideration if necessary.

MOTION: Ann Marie Starr moved, seconded by Bruce Kuehl, that the Section considers whether to amend MPSW 17.03. Motion carried unanimously.

REVIEW OF THE MFT BROCHURE

The Section reviewed the final copy of the MFT Brochure to be available to applicants and credential holders. The Section made revisions at today's meeting identifying specific changes that will need to be made and took the following actions.

MOTION: Bruce Kuehl moved, seconded by Ann Marie Starr, to approve the MFT brochure with following changes; 1) to add DHFS websites; 2) under temporary license add may be renewed one time in cases of hardship; 3) that the provider status piece needs to be changed to reflect that the DHFS variance now recognizes DRL licensure of MFT, PC, and LCSW as verification of the 3000 hours requirement; 4) under statutes and rules section the reference regarding the codebook will be changed. Motion carried unanimously.

MOTION: Bruce Kuehl moved, seconded by Ann Marie Starr, to make a friendly amendment to the previous motion to add (5) under requirements for licensure regarding hours of supervision add after the word contact, resulting in a minimum of 100 hours of supervision. Motion carried unanimously.

REVIEW OF FREQUENTLY ASKED QUESTIONS (FAQS) MARRIAGE AND FAMILY THERAPY

The Section reviewed the FAQ's regarding MFT and the Practice FAQ's currently on the DRL Website for accuracy and completeness. Jacquelyn Rothstein, Legal Counsel, will update the questions and answers revised by the Section at today's meeting. This topic will be placed on the January 2005 meeting agenda for further review, discussion and revisions.

AAMFT CLINICAL MEMBERSHIP AS ENTRY TO LICENSURE

This topic was a request from credentialing to be placed on the agenda for guidance from the Section on how to handle affidavits and supervisor's licensure level. Situations have come up when sometimes a supervisor may be difficult to locate, or a supervisor is not available to sign the affidavit due to various reasons. The Section referred to the codebook and looked at the language relating to the filing of an affidavit regarding the supervisor level for licensees. Once a year the Section reviews all of their application forms and issues that need to be addressed on these forms due to rule changes or problems experienced during the year. Some members asked whether it would be worthwhile spending time to revise the rules on this issue. After further discussion, the Section decided to leave the affidavit as is and it will deal with situations on a case-by-case basis.

AAMFT REPORT EDUCATOR'S SUMMIT FOLLOW UP AND CORE COMPETENCIES UPDATE

Ann Marie Starr and Linda Schwallie attended the Educator's Summit and there is nothing additional to report at this time. Linda Schwallie shared that the Steering Committee has been disbanded and provided a brief update regarding the status of the core competencies to the Section.

AMFTRB REPORT CLEAR CONFERENCE AND APPLICANTS APPEALS REGARDING CONCERN ON COMPROMISED NATIONAL EXAM

Linda Schwallie shared information regarding a computer problem with the exam and a PES candidate. The issue was resolved and the candidate was able to re-take the exam and it does not appear that the exam was compromised.

Section did not attend the CLEAR conference. Barbara Showers, Office of Education and Examinations, usually attends the CLEAR conference on behalf of the Section.

COALITION REPORT

Ann Marie Starr shared that CE was discussed at the coalition meeting and that there is a discrepancy between the professions of MFT, PC, & SW on continuing education. The coalition would like to have more consistency in this area.

WAMFT REPORT

Bruce Kuehl provided a WAMFT report to the Section. Arlie Albrecht and Don Norman attended today's meeting and wished to address the Section. A letter was sent by WAMFT to Linda Schwallie, Chair, regarding the best ways communication can be achieved between WAMFT and the Section. Ms. Schwallie will review and consider all of the information in the correspondence. They shared that a coalition has been developed to address essential elements of Standard Practice for Social Workers, Professional Counselors, and Marriage and Family Therapists.

The major objectives of the coalition are for advancing the MFT profession, to increase MFT licensure, and to create parity in state and county government.

The Section shared that usually a liaison, in this case Bruce Kuehl, is assigned for the purpose to gather and share WAMFT information with the Section on important issues and upcoming trends in the field at each meeting. The role of the Section is to protect the public and therefore considers information provided and whether there is anything significant that needs further research, discussion, or action by the Section. The Section noted that often WAMFT leaders attend Section meetings as guests and are available for further input if the Sections deems necessary prior to making a determination.

EDUCATION CONSORTIUM

Ann Marie Starr had nothing to report at this time.

DEVELOPING A VISION FOR THE MFT SECTION

This topic was postponed until the next Section meeting scheduled for January 31, 2005 for further review and discussion.

CONSULTING WITH LEGAL COUNSEL

The Section consulted with Jacquelynn Rothstein, Legal Counsel, throughout today's meeting as needed.

INFORMATIONAL ITEMS

The Section reviewed the memorandum regarding Statewide Individual Provider Status Variance for Certified Outpatient Mental Health Clinics. Mark Hale informed the Section that BQA has been challenged to look a ways they could help streamline the process and explore ways to obtain licensure and improve access to employment and their patients. He has also been working with HCF as well on this variance. Mr. Hale shared with the Section that there has been meetings with Jane Walters, Mark Hale, John Schweitzer and Kimberly Nania in the past to discuss issues surrounding provider status and the licensing of applicants. The Section has noted the comments and information provided at today's meeting.

VISITOR COMMENTS

Vince Ritacca, DHFS, shared that they would like to see the EBMFTPCSW, the Coalition and DHFS working together as a group to try to resolve some of the issues that affect all of us. He expressed the respectfulness of having meetings and conversations with DRL and other agencies and associations and coalitions. There has been some good movement during the last few years and wish to continue this progress.

CONVENE TO CLOSED SESSION

MOTION: Ann Marie Starr moved, seconded by Bruce Kuehl, to adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(a)(b)(f) and (g), to review applications, deliberate on monitoring cases; requests for supervisory approvals, deliberate on proposed stipulations, review DOE cases, and, consult with legal counsel. Roll Call Vote: Abe Rabinowitz-yes; Bruce Kuehl-yes; Linda Schwallie-yes, Ann Marie Starr-yes. Motion carried unanimously.

Open session recessed at 4:07 p.m.

RECONVENE TO OPEN SESSION

MOTION: Ann Marie Starr moved, seconded by Abe Rabinowitz, to reconvene to open session. Motion carried unanimously.

Open session reconvened at 5:08 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MONITORING

None.

DELIBERATION OF PROPOSED MONITORING THAT MAY BE SIGNED AFTER MAILING OF AGENDA

None.

DELIBERATION ON APPEARANCES AND REQUESTS FOR FULL LICENSURE

SANDRA HELPSMEET

MOTION: Ann Marie Starr moved, seconded by Abe Rabinowitz, to grant full licensure to Sandra Helpsmeet. Motion carried unanimously.

REQUESTS FOR SUPERVISORY APPROVAL

JULES O'NEAL

MOTION: Bruce Kuehl moved, seconded by Abe Rabinowitz, to approve Loraine Decker as supervisor for Jules O'Neal. Motion carried unanimously.

RITA A. MARTINO

MOTION: Abe Rabinowitz moved, seconded by Ann Marie Starr, to delegate to the credentialing liaison to obtain further information on supervisor and to grant the authority to deny or approve Ms. Martino's supervisor request. Motion carried unanimously.

**DELIBERATION OF PROPOSED STIPULATIONS THAT MAY BE SIGNED
AFTER MAILING OF AGENDA**

None.

**DELIBERATION OF ADMINISTRATIVE WARNINGS THAT MAY BE
ISSUED AFTER MAILING OF AGENDA**

None.

DIVISION OF ENFORCEMENT – CASE STATUS

03 MFT 003

MOTION: Bruce Kuehl moved, seconded by Ann Marie Starr, to close case **03 MFT 003** for no violation. Motion carried unanimously.

04 MFT 001

MOTION: Bruce Kuehl moved, seconded by Abe Rabinowitz, to close case **04 MFT 001** for insufficient evidence. Linda Schwallie was not available during deliberation and left the room during voting. Abstained- Linda Schwallie. Motion carried.

APPLICATION REVIEWS

The Section reviewed two applications, Heidi A. Burns and Dustin S. Holden, at today's meeting. All application files were returned to DRL credentialing staff with the Section's decision in each file. The following are motions regarding the Section's decision on each of these applicants.

HEIDI A. BYRNES

MOTION: Ann Marie Starr moved, seconded by Bruce Kuehl, to deny the application of Heidi A. Byrnes. Reason for Denial: Ms. Byrnes has deficits in her coursework. Motion carried unanimously.

DUSTIN S. HOLDEN

MOTION: Ann Marie Starr moved, seconded by Bruce Kuehl, to deny the application of Dustin S. Holden. Reason for Denial: Mr. Holden has a deficit of one-fourth hour in research and one-fourth hour in ethics. Motion carried unanimously.

OTHER SECTION BUSINESS

LACK OF TRAINING CERTIFICATES PRIOR TO APPLYING FOR MFT LICENSURE

The Section was informed by Julie Reimann, Credentialing, that applicants have not been getting training certificates before they apply for licensure. Currently Julie is sending out the training certificate application, the licensure application, and the jurisprudence exam all at once. During the Section's discussion on this topic, they made some suggestions to Kimberly Nania, Bureau Director to forward to credentialing. Dr. Nania verified the changes needed to ensure compliance with obtaining a training certificate prior to applying for MFT licensure and will share with credentialing staff. These changes were: 1) to have credentialing highlight the training certificate information on application forms 2) to have all schools informed of this requirement, 3) and ensure it is indicated clearly on the DRL website. A letter will be sent to all pending applicants regarding their lack of training certificates prior to application and notify them that they are not in compliance.

The Section discussed how to accommodate Post Degree Institute (PDI) students. Attorney Rothstein suggested the Section may want to consider doing a statutory change regarding post-graduate courses and need to have all coursework in order to get a training certificate. Ann Marie Starr will prepare a letter to schools regarding post-graduate courses and forward a copy for review and consultation with Kimberly Nania and Attorney Rothstein. Bruce Kuehl will work with WAMFT to get this information out through the association. DRL credentialing staff and legal counsel will ensure that applicants are notified, information is available on the Department website, and individuals are made aware when applications are mailed out.

After this lengthy discussion, the Section took the following actions.

MOTION: Bruce Kuehl moved, seconded by Ann Marie Starr, February 1, 2005 is the date by which training certificate applications must be received in the Department for those currently eligible for a training certificate but who do not presently hold one. Motion carried unanimously.

MOTION: Bruce Kuehl moved, seconded by Ann Marie Starr, supervised hours accumulated on or before February 1, 2005 by those individuals eligible for a training certificate will be counted toward licensure. All supervised hours obtained after February 1, 2005 must be completed under a valid training certificate. Motion carried unanimously.

MOTION: Ann Marie Starr moved, seconded by Bruce Kuehl, to send a letter to the pending applicants who do not hold a training certificate informing them that they must submit an application for a training certificate. Applications for training certificates must be received by the Department on or before February 1, 2005. Motion carried unanimously.

MOTION: Ann Starr moved, seconded by Abe Rabinowitz, that the information relating to the training certificate requirements and deadline be posted on the Department's Website as well as placed on the application. In addition, information will be sent to all directors of Wisconsin MFT training programs. Motion carried unanimously.

ADJOURNMENT

MOTION: Ann Marie Starr moved, seconded by Abe Rabinowitz, to adjourn the meeting at 5:15 p.m. Motion carried unanimously.

Next Meeting :
January 31, 2005
This meeting is a full day session.
Lunch will be provided.